



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

1111 East Broad Street
P.O. Box 1199
Richmond, Virginia 23218-1199
(804) 786-3842
FAX (804) 225-3707

Dear Business Leader:

Thank you for your interest in registering with eVA, the Commonwealth of Virginia's dynamic government-to-business web site that automates and streamlines government purchasing activities.

Using eVA to do business with Virginia makes both of our processes faster and easier. eVA provides you with a single source for procurement information, reducing the amount of time spent on administrative tasks associated with purchasing. Access to procurement information and the ability to post a catalog of your products on eVA opens the door to business opportunities.

Through eVA, you now have direct communication with potential buyers in a centralized location without the expense of mass marketing. And, eVA's push technology will notify you of business opportunities in Virginia. Once you register with eVA, you can conduct business with the entire Commonwealth of Virginia.

You can register on-line at www.eva.virginia.gov or you can complete the attached registration form and return it to the address indicated.

Should you need assistance please call the Customer Care Help Line at 1-866-289-7367. Advise the representative that you have questions or require assistance with the eVA registration process. If the representative is not able to answer your questions you can e-mail or call the Division of Purchases and Supply at eVACustomerCare@dgs.virginia.gov or 804-786-3842.

We look forward to receiving your completed registration application. Thank you for your interest in doing business with the Commonwealth of Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Bell".

Ron Bell
Director

Attachments:

Vendor Registration Application
Registration Guidelines
Commodity Code Information

COMMONWEALTH OF VIRGINIA

Helpful Information – eVA Registration

The following information is provided to assist you in completing your eVA Vendor Registration Form.

1. Contact Types and Roles

- Solicitation Contact. This contact receives notifications for business opportunities (Invitations For Bids, Requests For Proposals, Quick Quotes, etc.).
- Ordering Contact. This contact receives notifications of orders issued to your company. If you select the option to receive electronic orders, this ordering contact will manage the Ariba Supplier Network (ASN) account eVA Customer Care will create for you.
- Billing Contact. This contact receives invoices for eVA Registration and Transaction Fees assessed to your company. These fees are invoiced and collected by the Commonwealth's business partner, CGI-AMS (formerly American Management Systems).

2. Ariba Supplier Network (ASN)

The Ariba Supplier Network (ASN) is the eVA business partner that processes electronic orders. If you select the option to receive electronic orders, eVA Customer Care will use information provided in your eVA Registration Form to create an ASN Account for your company. After the ASN account has been created, eVA Customer Care will provide confirmation to your Ordering Contact, as well as instructions for how to manage and use the account. The Commonwealth pays the annual ASN registration fee for your company to use this account to receive electronic orders from eVA.

3. Commodity Code Information

- Buyers search commodity codes to identify suppliers that provide the goods or services they need to purchase.
- eVA requires the buyer to use commodity codes when processing solicitations and orders.
- If you select the Premium Level Registration, eVA will use the commodity codes you select in Section E of the Registration Form to determine what business opportunity (solicitation) notifications to send to your Solicitation Contact.
- A copy of the Commonwealth's Commodity Code list has been provided to your company with this Vendor Registration Form. For an easy to use Commodity Code look-up, go to <http://evaregishelp.dgs.virginia.gov/CommodityCodes.htm>.

4. Service Areas

The Service Areas you select designate specific locations within the Commonwealth where your company agrees to provide the goods and services commodities designated in Section E of the Registration Form. For your convenience, a copy of the Commonwealth's Zone Map has been provided to your company with this Vendor Registration Form.

5. Confirmation of Your Registration

After your completed Registration Form has been received and processed, you will receive a confirmation notice from eVA Customer Care. The confirmation notice will include further instructions for using and managing your registration account.

6. eVA Customer Care

If you have questions or require additional assistance, please contact eVA Customer Care by phone (1-866-289-7367) or by email (eVACustomerCare@dgs.virginia.gov).

COMMONWEALTH OF VIRGINIA

eVA Registration and Transaction Fees

eVA is a self-funded program as directed by the Governor and General Assembly. Funds necessary to sustain the eVA program are generated by vendor registration fees and order transaction fees assessed to both buyers and to suppliers.

By submitting your signed Vendor Registration Form, you are agreeing to pay the annual vendor registration fee that will be assessed based on the registration level you select and the order transaction fee that will be assessed for each order your company receives.

Generally, eVA Registration Fees are invoiced within 30-60 days after your eVA registration has been completed and eVA Order Transaction Fees are invoiced within 30-60 days after an order has been issued to your company. For eVA Registrations completed prior to May 1, 2006, and eVA transaction fees incurred prior to July 1, 2006, these fees are invoiced and collected by CGI-AMS, the Commonwealth's contracted eVA service provider. For eVA Registrations completed beginning May 1, 2006, and eVA transaction fees incurred beginning July 1, 2006, these fees are invoiced and collected by the Commonwealth of Virginia Department of General Services. Payment terms are Net 30.

Basic Level Registration: \$25 annually

Basic Registration services include the following:

- Public access to solicitations (downloadable in .pdf format), awards and other procurement notices
- Vendor visibility to Commonwealth buyers
- Access to commodity history associated with specific solicitations
- On-line vendor registration updates
- Electronic submission of bids and proposals
- Electronic order receipt (including email or fax)
- Vendor catalog posting in the eVA eMall
- Ability to research historical procurement data

Premium Level Registration: \$25 annually

Premium Registration services include the following:

- All Basic Registration services
- Solicitation notification by email or fax

IMPORTANT NOTE: Registration fees are not refundable.

Order Transaction Fees: Variable As Set Forth In The eVA Fee Schedule (copy attached)



Commonwealth of Virginia

Department of General Services
Division of Purchases and Supply

P.O. Box 1199
Richmond, VA 23218-1199

Vendor Registration Form

Telephone: 1-866-289-7367

www.eVA.virginia.gov

Fax: 804-786-3883

A**Company Information**

*Headquarters Legal Name: _____

Location Name: _____

*Taxpayer ID Number (TIN) _____

*1099 TIN Type: () SSN () FEIN () Other: _____

*DUNS Number (www.dnb.com) _____

Web Site Address _____

*Company Type (Select Only One):

() Corporation () Incorporated () Individual () Governmental () Non-Profit
() Sole Proprietorship () Limited Liability Partnership () Limited Liability Corporation () Partnership

*Accept MasterCard:

() Yes, Level 1 () Yes, Level 2 () No

Note: MasterCard is the official charge card used by Virginia agencies and institutions.

*eVA Registration Service Level:

() Basic: \$25 Per Year Plus Order Transaction Fees
() Premium: \$25 Per Year Plus Order Transaction Fees

NOTE: Premium Registration includes email or efax notification of business opportunities matching the vendor's registered commodities. Basic Registration does not.

B**Solicitation Address**

*Method To Receive Solicitations (Select Only One):

() eMail: _____

() Fax: () _____

*Solicitation Address:

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____

*Solicitation Contact:

Contact Name: _____

Contact Title: _____

Contact eMail: _____

Phone Number: () _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

C**Ordering Address***** DUNS Number:** _____***Preferred Method To Receive Orders (Select Only One):**

() **Electronic.** An electronic order will be sent to your company's Ariba Account/Inbox with email notification to your company via (Select One Of The Following):

() eMail address: _____

or

() Fax number: _____

NOTE: If your company does not currently have an Ariba Supplier Network Account/Inbox, eVA Customer Care will create one for you. For more information, contact eVA Customer Care at 1-866-289-7367.

() **Non-Electronic.** A facimile copy of the order will be faxed to your company at the fax number listed below for your Ordering Contact.

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip Code: _____

Phone Number: () _____

***Ordering Contact:**

Contact Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip Code: _____

Phone Number: () _____

Fax Number: () _____

D**Billing Address*****Billing Address:**

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip Code: _____

Phone Number: () _____

Fax Number: () _____

***Billing Contact:**

Contact Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip Code: _____

Phone Number: () _____

Fax Number: () _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

E**Commodity Code Information**

Commodity Codes

Commodity Codes

Commodity Codes

Commodity Codes

F**Service Area**

Check all that apply:

☐ ALL

STATEWIDE

☐ Zone 97

Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg
 Counties: Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, Surry, Sussex, and York

☐ Zone 98

Cities: Colonial Heights, Hopewell, Petersburg, and City of Richmond
 Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince George

☐ Zone 99

Cities: Fredericksburg
 Counties: Caroline, Culpeper, Essex, King and Queen, King George, Lancaster, Madison, Northumberland, Orange, Richmond County, Spotsylvania, Stafford, and Westmoreland

☐ Zone 100

Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, and Winchester
 Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenandoah, and Warren

☐ Zone 101

Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro
 Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham

☐ Zone 102

Cities: Emporia
 Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greenville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward

☐ Zone 103

Cities: City of Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg
 Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania, and Rockbridge

☐ Zone 104

Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem
 Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County

☐ Zone 105

Cities: Bristol and Norton
 Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe

☐ Zone 106

Cities: None
 Counties: Accomack and Northampton

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

COMMONWEALTH OF VIRGINIA

Terms and Conditions & Instructions To Vendors

These terms and conditions apply to purchases between the agency or institution and the contractor.

1. Unless otherwise stated in the body of the order, this contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply.
2. Goods or Services delivered must be strictly in accordance with bid referred to and shall not deviate in any way from terms, conditions or specifications of the bid. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase Order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. A SEPARATE INVOICE FOR THIS PURCHASE ORDER OR FOR EACH SHIPMENT THEREON SHALL BE RENDERED IMMEDIATELY FOLLOWING SHIPMENT. ALL COPIES SHALL BE FORWARDED DIRECT TO AGENCY AT INVOICE ADDRESS SHOWN.
5. STATE SALES AND USE TAX CERTIFICATE OF EXEMPTION, FORM ST-12 WILL BE ISSUED UPON REQUEST, IF YOU DO NOT HAVE SAME ON FILE.
6. DELIVERIES AGAINST THIS ORDER MUST BE FREE OF EXCISE OR TRANSPORTATION TAXES, EXCISE TAX EXEMPTION REGISTRATION NO. 54-73-0076K MAY BE USED WHEN REQUIRED.
7. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever is the later.
8. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
9. In case of default by the successful bidder, or failure to deliver the supplies or services ordered by the time specified, the Commonwealth after due notice (oral or in writing), may procure them from other sources and hold vendor responsible for any excess cost occasioned thereby.
10. No substitution, change or deviation shall be made without written authority from the Commonwealth by Purchase Order Change.
11. Vendors and contractors providing goods to the Commonwealth of Virginia under this order herewith assure the Commonwealth that they are conforming to the provision of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
12. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.
13. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.
14. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly receipted shall accompany invoice. All charges must be prepaid.
15. Vendors and contractors performing work on Commonwealth owned or leased facilities or property shall, during the entire term of the contract, maintain at a minimum, the insurance coverages as listed in the Vendors Manual and any revisions thereto.
16. eVA Transaction Fee: Purchase orders processed through the eVA procurement system are subject to an eVA transaction fee as set forth in the eVA Fee Schedule. To obtain a copy of the eVA Fee Schedule, go to www.eVA.virginia.gov and click on "Billing and Payment Portal". For orders issued prior to July 1, 2006, the eVA Transaction Fee will be invoiced by CGI-AMS, the Commonwealth's contracted application services provider. For orders issued July 1, 2006, and later, the eVA Transaction Fee will be invoiced by the Commonwealth's Department of General Services.

Commonwealth of Virginia
Vendor Registration – Memorandum Of Agreement (Effective 5/16/2006)

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.
- **eVA Fee Schedule** is defined as a listing of eVA registration, transaction, and other fees (eVA fees) that are assessed to eVA users, including Vendors. The eVA Fee Schedule is published on the eVA Website. Each fee set forth on the eVA Fee Schedule is effective dated so eVA users, including Vendors, can determine the appropriate fee by cross referencing a fee's effective date to the date of the activity for which the fee is assessed. The Commonwealth may make changes to the eVA Fee Schedule as provided in Item 2 below. A registered vendor may reject changes to the eVA Fee Schedule by canceling its registration.

By signing and submitting this eVA Registration Form, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor as an eVA supplier; (ii) file, on behalf of the Vendor, all of the information requested in the eVA vendor registration process; and (iii) enter into this Agreement on behalf of the Vendor. By signing and submitting this eVA Registration Form, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

- 1) All procurement transactions made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA) shall without exception be governed by the laws of the Commonwealth of Virginia without regard to its conflict-of-laws principles.
- 2) eVA fees are set forth in the eVA Fee Schedule defined above and published on the eVA Website on the date you accept this Agreement. The Commonwealth may change the accepted eVA Fee Schedule by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b. Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing address contact email address specified in the Vendor's eVA registration record.Retroactive changes to the eVA Fee Schedule are prohibited unless the purpose of the retroactive change is to reduce a fee. A registered vendor may reject changes to the eVA Fee Schedule by canceling its eVA registration.
- 3) Payment of all eVA fees, assessed in accordance with the eVA Fee Schedule, shall be made within 30 days after receipt, at Vendor's specified Billing Address, of invoices. Invoices for eVA fees incurred prior to

July 1, 2006, will be issued by CGI-AMS, the Commonwealth's eVA business partner. Invoices for eVA fees incurred July 1, 2006 and after will be issued by the Commonwealth's Department of General Services.

- 4) The Vendor shall use eVA's vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure it that the registration information remains accurate and complete at all times.
- 5) The Vendor hereby warrants to every agency and public body that the information provided by the Vendor through the eVA registration and eVA registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the eVA registration and eVA registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the eVA registration and registration update functionality.
- 6) The Commonwealth may change the terms and conditions of this Agreement by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b. Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing contact email address specified in the Vendor's eVA registration record.A registered vendor may reject changes to the terms and conditions of this Agreement by canceling its eVA registration.
- 7) This Agreement shall remain in effect for as long as the Vendor is registered as an eVA supplier. DPS reserves the right to cancel the Vendor's registration at any time. The Vendor may also cancel its registration by contacting eVA Customer Care using the email address or phone number published on the eVA website. In the event the Vendor's registration is cancelled by either party, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using eVA.

Company Name: _____

Name and Title of Applicant: _____

Applicant Signature: _____

Applicant Telephone: (_____) _____

Applicant eMail: (_____) _____

Date: _____



The Commonwealth of Virginia's Total Procurement Solution For Buyers and Sellers

eVA Fee Schedule, Revised 06/12/2006

eVA Registration Fees

Date	Activity	Registration Type	eVA Fee
On Or Before 4/30/2006	Original Registration	Basic	\$25
On Or Before 4/30/2006	Original Registration	Premium	\$200
On Or Before 4/30/2006	Annual Registration Renewal	Basic	\$25
On Or Before 4/30/2006	Annual Registration Renewal	Premium	\$200
05/01/2006 Or Later	Original Registration	⁽¹⁾ Basic and Premium	\$25
05/01/2006 Or Later	Annual Registration Renewal	⁽¹⁾ Basic and Premium	\$25

⁽¹⁾ As of 05/01/2006 vendors may choose either the Basic or Premium registration service for \$25/year. The only difference between Basic and Premium registration service is that Premium includes electronic notification of business opportunities that match the vendor's registered commodities; Basic does not include this service.

Supplier Transaction Fees

Original Order Issue Date	Supplier Type	eVA Fee
On Or Before 8/15/2006	All Suppliers	1%, Capped At \$500 Per Order
08/16/2006 Or Later	eVA Registered, DMBE-Certified Small Businesses	1%, Capped At \$500 Per Order
08/16/2006 Or Later	eVA Registered Businesses That Are <u>NOT</u> DMBE Certified Small Businesses	1%, Capped At \$1,500 Per Order
08/16/2006 Or Later	Businesses That Are Not eVA Registered But Agree To Pay The Transaction Fee	1%, Capped At \$1,500 Per Order

Ordering Agency Transaction Fees

Original Order Issue Date	Supplier Type	eVA Fee
On Or Before 8/15/2006	Businesses That Are Not eVA Registered And <u>Refuse</u> To Pay The Transaction Fee	1%, Capped At \$500 Per Order
07/01/2006 Thru 08/15/2006	All eVA Registered Suppliers	1%, Capped At \$500 Per Order
08/16/2006 Or Later	eVA Registered, DMBE-Certified Small Businesses	1%, Capped At \$500 Per Order
08/16/2006 Or Later	eVA Registered Businesses That Are <u>NOT</u> DMBE Certified Small Businesses	1%, Capped At \$1,500 Per Order
08/16/2006 Or Later	Businesses That Are Not eVA Registered But <u>Agree</u> To Pay The Transaction Fee	1%, Capped At \$1,500 Per Order
08/16/2006 Or Later	Businesses That Are Not eVA Registered And <u>Refuse</u> To Pay The Transaction Fee	2%, Capped At \$3,000 Per Order

Ordering Agency eVA Dashboard Non-Use Fees

Original Order Issue Date	Supplier Type	eVA Fee
On Or Before 6/30/2006	All Suppliers	1%, No Cap
07/01/2006 Or Later	All Suppliers	2%, No Cap

COMMONWEALTH OF VIRGINIA

DELIVERY ZONES

DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY

